

Application Checklist

Licensed Social Worker (LSW)

- _____ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Cashier's Checks or Money Orders should be made payable to the Social Work Licensing Board. No personal checks accepted.
- _____ Background Check Forms. You are responsible for printing the forms. You must return the form, fingerprint card and fee to the board and the board must have the results of the background check before the board will consider your application.
- _____ Official Transcript showing a baccalaureate degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution.

Licensed Master Social Worker (LMSW)

- _____ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Cashier's Checks or Money Orders should be made payable to the Social Work Licensing Board. No personal checks accepted.
- _____ Background Check Forms. You are responsible for printing the forms. You must return the form, fingerprint card and fee to the board and the board must have the results of the background check before the board will consider your application.
- _____ Official Transcript showing a master's degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution.

Licensed Certified Social Worker (LCSW)

- _____ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Cashier's Checks or Money Orders should be made payable to the Social Work Licensing Board. No personal checks accepted.
- _____ Background Check Forms. You are responsible for printing the forms. You must return the form, fingerprint card and fee to the board and the board must have the results of the background check before the board will consider your application.
- _____ Official Transcript showing a master's degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution.
- _____ Documentation of (2) Two years (4,000) hours post-graduate LCSW supervised social work experience (clinical or non-clinical). Can be document on our Supervision Evaluation Form or another states form.

Reciprocity

- _____ Applicants applying for reciprocity must complete each of the items listed above for the level in which they are making application.
- _____ Verification of licensure in Another State from must be completed by the applicant and mailed to each state in which they are currently licensed or have previously been licensed. The other state board(s) will complete and mail the form to Arkansas.
- _____ Applicant must have taken and passed the Association of Social Work Board (ASWB) examination for the _____ level of licensure for which they are applying.

****Please note –** If you are currently licensed or have been ever been licensed, certified or registered as a social worker in Arkansas or any other state, providence or jurisdiction you must complete the Verification of Licensure in Another State form.